Proposal:     To create the number GT5889.5, with the caption **Cats**, aligned with the existing caption **Dogs**.
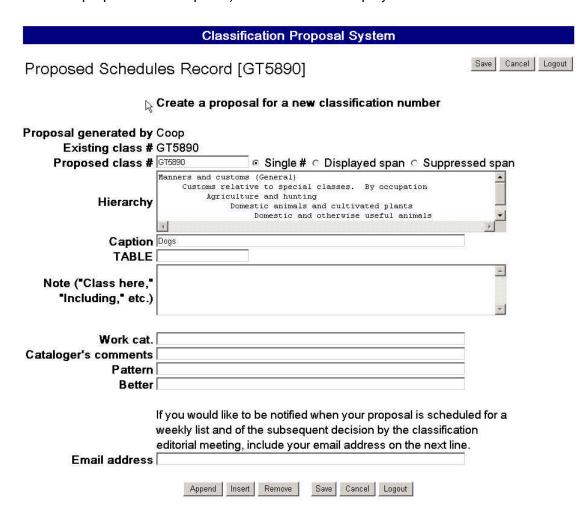
Step 1:       Browse to GT5889.

Step 2:       From the existing list of Cutters, click on **P** beside GT5890.  (This number is chosen as the basis for the proposal because the caption is at the same alignment as the proposed new caption.)  The EZ form is displayed:
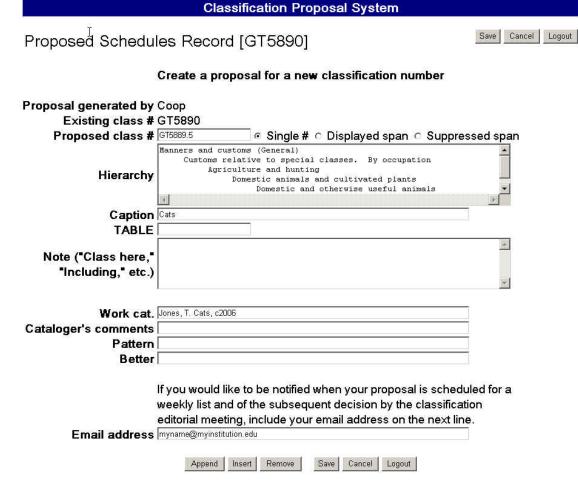


Step 3:       Edit the number in the **Proposed class #** field, changing it from **GT5890** to **GT5889.5**.  Check that the radio button for **Single #** is selected.

Step 4:       Edit the caption in the **Caption** field, changing it from **Dogs** to **Cats**.

> *The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at GT5890.*

Step 5:       Cite the work generating the proposal in the **Work cat.** field.

Step 6:       Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:



**Step 7:** Click **Save**. On the confirmation screen, click **OK**.

**Step 8:** Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green:



**Step 9:** Email a notification to the LC Coop Team that a proposal has been created at GT5889.5.